



# Healthy Events Guide

LIVING WELL IN LODDON

August 2024

Prepared by the Healthy Eating Active  
Living Smoking Vaping Prevention  
Working Group



**HEAL-SVP**

# Acknowledgement of Country

The Loddon Shire is on Barapa Barapa and Dja Dja Wurrung Country.

We acknowledge and extend our appreciation for the Barapa Barapa and Dja Dja Wurrung People, the Traditional Owners of the land. We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture and the hopes of all Barapa Barapa and Dja Dja Wurrung Peoples.

We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.



# Healthy Eating Active Living Smoking Vaping Prevention Working Group

This document was prepared as an initiative of the Healthy Eating Active Living Smoking Vaping Prevention (HEAL-SVP) working group, a partnership between the following health and community services:



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(03) 5494 1200  
[loddon@loddon.vic.gov.au](mailto:loddon@loddon.vic.gov.au)



**Loddon Prevention & Population Health Team - Loddon Mallee Public Health Unit**



**Boort District Hospital**  
(03) 5451 5220  
[admin@bdh.vic.gov.au](mailto:admin@bdh.vic.gov.au)



**Inglewood and Districts Health Service**  
(03) 5431 7000  
[admin@idhs.vic.gov.au](mailto:admin@idhs.vic.gov.au)



**Northern District Community Health**  
(03) 54510 200  
[healthpromotion@ndch.org.au](mailto:healthpromotion@ndch.org.au)



**Sports Focus**  
(03) 5442 3101  
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# Healthy Events Guide Checklist

For an approval, achieve any 10 items from the list below.

## HEALTH & SAFETY AT EVENTS

- Ensure Soap and/or sanitiser is in restrooms/toilets and at food stations
- Have procedures and protocols in place to ensure good food hygiene and food safety
- Provide adequate shade (e.g. shady trees, umbrellas, marquees)
- Provide free SPF-30 or higher broad spectrum water resistant sunscreen for attendees
- Encourage attendees to bring hats & sunscreen via event marketing
- Where possible schedule event for early morning or late afternoon/evening to avoid peak UV times (10 am - 3 pm)

## SMOKE & VAPE FREE ENVIRONMENTS

- Hold your event at a smoke & vape-free venue
- Ensure adequate smoke and vape-free signage is up at the event

## 5 WAYS TO WELLBEING

- Incorporate activities that encourage participants to move
- Make use of NDCH's available games, such as mini golf, giant snakes & ladders, and bocce ball, to engage attendees in fun and active experiences
- Include the 5 Ways to Wellbeing: Promote mental health by incorporating the 5 Ways to Wellbeing: Get Active, Connect, Give, Keep Learning, and Take Notice into your event

## FUNDRAISING & MARKETING

- Remove unhealthy marketing at the event, this may mean putting posters over existing displays
- Make sure prizes, giveaways, raffles and promotional items are healthy (e.g. hats, fruit basket, sports items, cookbooks etc.)

## NUTRITION & REFRESHMENTS

- Provide a bowl of fresh fruit and/or vegetables for free, if possible
- Provide a minimum of one healthy meal/snack option (e.g. salad wraps, fresh fruit, yoghurt)
- Consider people with special dietary needs (Intolerances, allergies and cultural considerations)
- Make plain drinking water available for free
- Make your event soft drink and alcohol free. Talk to vendors about restricting the sale of soft drinks and alcohol

## SUSTAINABLE & INCLUSIVE PRACTICES

- Is the venue accessible for all? Are the toilets accessible for all?
- Does your event invitation provide an opportunity for participants to inform event organisers of accessibility requirements (e.g. Auslan interpreter, dietary requirements etc.)
- Are you promoting your event as inclusive for all? (images of people are inclusive and diverse)
- Does your event include an Acknowledgement of Country or Welcome to Country?
- Recycling and landfill waste bins are provided side by side
- Avoid plastic crockery and cutlery. Use recyclable, washable or reusable bowls, plates and cutlery
- Aim to provide tap water instead of bottled water and encourage people to bring their own re-usable bottle

## APPROVAL LOGO

Make contact with NDCH to include this logo on your event materials

APPROVED by  
Loddon  
Healthy Event  
Guide

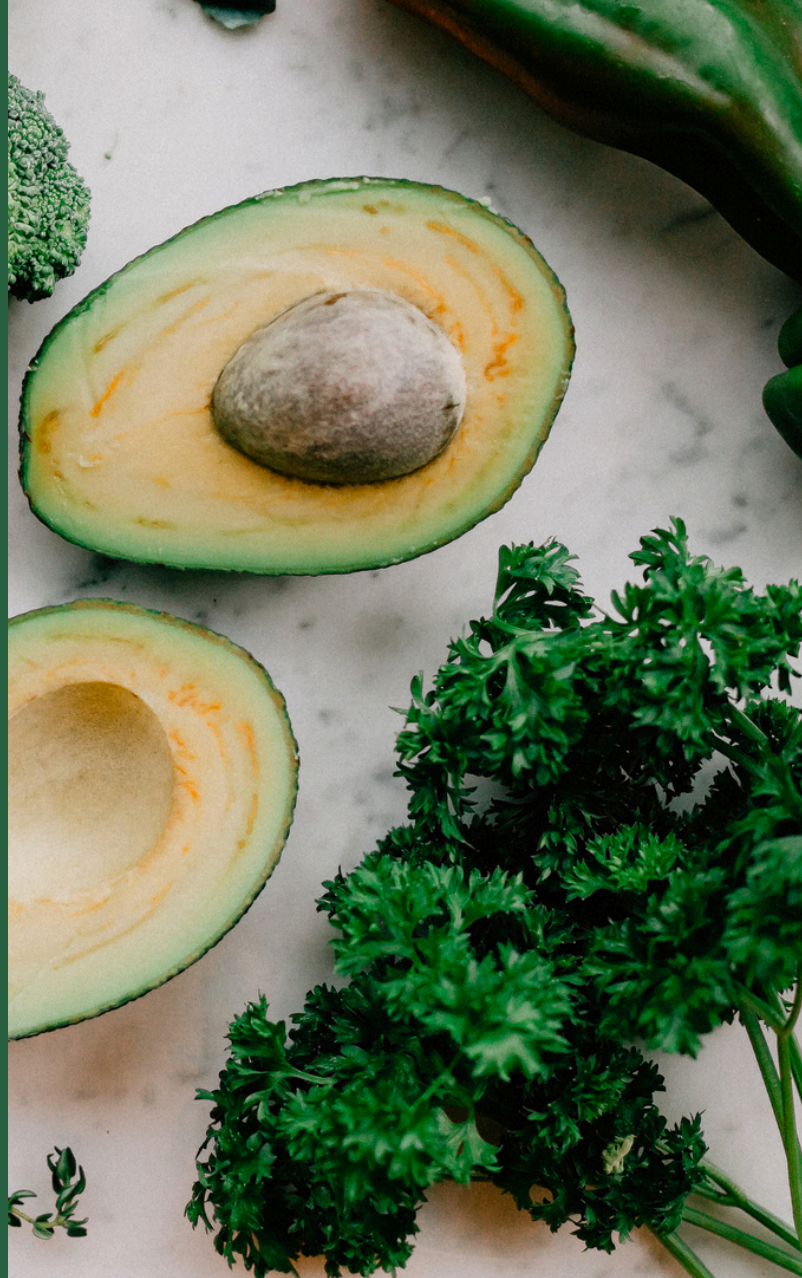


# Vision

The Healthy Events Guide is an easy to use resource that provides guidelines and information to consider when planning your next community event or activity.

The guide focuses on six key areas:

- Health & Safety at Events
- Nutrition and Refreshments
- Smoke & Vape Free Environments
- Sustainable and Inclusive Practices
- 5 Ways to Wellbeing
- Fundraising & Marketing



## Introduction

Our health is largely influenced by the environments where we live, learn, work and play. Research shows that communities with smoke-free laws, access to healthy food and safe places to play are healthier than those without these measures.

The HEAL-SVP working group has developed this Healthy Events Guide to support community organisations and groups to create healthy environments. The guide includes **eight key areas** that provide guidance and resources for hosting healthy events.

We all want a healthy community and creating healthy environments for community events is a great place to start!

# Why organise a healthy event?

Events are an integral part of community culture. They are a great opportunity to connect and bring people together. By focusing on access to healthy food and drinks, creating sun safe and tobacco-free environments, and thinking about sustainability, community events provide a powerful opportunity to create a culture of health and wellbeing.

In 2019, Healthy Loddon Campaspe (formerly Healthy Heart of Victoria) carried out the Active Living Census in the Loddon Shire to help improve the health and wellbeing of our communities. The results of the survey can be used to understand our community members' use of public open facilities, exercise preferences and reasons why they may or may not eat a healthy diet. When hosting a healthy event, we recommend you read the Active Living Census report along with our Healthy Events Guide to help create a healthy environment for your attendees. You can find more information and download the report under the Active Living Census tab at:

- [www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Healthy-Loddon-Campaspe](http://www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Healthy-Loddon-Campaspe)

Loddon Shire's Public Health and Wellbeing Plan details council's plans in supporting the community to achieve optimal health and wellbeing over the next four years. To read the plan visit:

- [www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Municipal-public-health-and-wellbeing-plan](http://www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Municipal-public-health-and-wellbeing-plan)

Improving health and wellbeing is a whole-of-community responsibility- we all have a positive role to play as individuals, carers, committee members and as members of organisations. Let's work together to create environments that promote health and wellbeing.

For information on permits and other requirements when holding an event, please refer to [Council's Event Management Guide](#).







# 1. Health & Safety at Events

To ensure a safe and enjoyable event, it's essential for community and not-for-profit groups to adhere to good food hygiene practices. Volunteers and staff should be aware of their food handling responsibilities.

Below are links to websites with information designed to enable you to understand how to safely work with and handle food at your event:

- **Do Food Safely**: a free online food handling program by the Department of Health and Human Services.
- **Victorian Food Act 1984 & Food Standards Code**: For regulations applicable to food sales by community groups. See the: [Guide for community and not-for-profit groups](#)

Consider the following for better hygiene and safety:

- **Hand Sanitiser Stations**: Place these throughout the event.
- **Restroom Supplies**: Ensure soap or hand sanitiser is available in restrooms and at food stations.

## Sun Safety Tips:

- **Timing**: Schedule events outside peak UV times (10 am - 3 pm).
- **Location**: Use the [Shade Comparison Check](#) to evaluate shade options.
- **Messaging**: Inform attendees about sun protection through pre-event communication.
- **Sunscreen**: Provide or sell sunscreen at the event, potentially partnering with local retailers.
- **Seating**: Offer shaded seating for older adults or pregnant women.

For more information, visit [SunSmart's Advice Page](#).



## 2. Nutrition and Refreshments

Including healthier food options at your event promotes better nutrition. Use the Healthy Choices Guidelines for food suggestions, found in Resource 1 on page 14. The traffic light system classifies foods as GREEN (best choice), AMBER (choose carefully), or RED (limit). See Resource 2 on page 15 for more details.

**Switch up the snacks:** Ditch the sweets! Provide healthy snacks to fuel kids.

**Change up the menu:** Let fruits and veggies shine!

**For large group recipes, visit:**

- [HEAS Schools Recipes](#)
- [HEAS Early Childhood Services Recipes](#)
- [HEAS Healthy Choices Catering](#)

**Water is the best drink choice.** Offering free water increases its consumption over sugary drinks. If your venue lacks water access, book a **portable water station** from Coliban Water. These units have fountains and taps for refilling bottles. Encourage reusable water bottles instead of single-use plastics.

To book a portable water station, submit a request form on the [Coliban Water website](#) or contact them:

- Phone: 1300 363 200
- Email: [communications@coliban.com](mailto:communications@coliban.com)

If alcohol will be served, follow the government guidelines for responsible service. For more information, visit [VCGLR Responsible Service of Alcohol](#).





## Smoothie Bikes

The bike/s are available **FREE** for activities being held in Loddon Shire. The bikes can only be hired by not-for-profit groups and cannot generate income from their use. Additionally, they can only be used in activities aligned with the promotion of mental health and wellbeing. The high volume (48oz) vortex blender will serve up to 8 people at once.

For any enquiries contact:

### Loddon Healthy Minds Network

**Phone:** (03) 5494 1230

**Email:** [healthyminds@loddon.vic.gov.au](mailto:healthyminds@loddon.vic.gov.au)

**Website:**

[www.loddonhealthyminds.com.au/resources](http://www.loddonhealthyminds.com.au/resources)

### Suggested recipes:

#### Berry Blitz

- 1/2 cup frozen mixed berries
- 1/2 cup milk or fruit juice (no added sugar)

#### Three Bs: Bike, Blueberry and Banana Smoothie

- 130 ml milk
- 1/2 cup of frozen blueberries
- 1/2 medium sized banana

#### Tropical Smoothie

- 1/2 cup frozen banana, mango and pineapple mix
- 1/2 cup of milk or coconut water
- optional: frozen or fresh avocado – 25gms

#### Breakfast Smoothie

- 2/3 cup of frozen blueberries
- 1/2 cup frozen mango
- 2 ripe bananas
- 1/3 cup Greek yogurt
- 1/2- 2/3 cup milk (of your choice)

Pour into bowl add Granola / Fresh Fruit topping

*All drinks take about 30 seconds of pedaling to make!*



### 3. Smoke & Vape Free Environments

Events should be held in smoke and vape-free venues and have clear signage indicating that the event is smoke and vape-free.

A smoke and vape-free event looks after the health and wellbeing of all people attending. It can have the following positive impacts on health and community culture:

- Reduces exposure to second-hand smoke which is associated with lung and heart disease.
- It may de-normalise smoking and vaping at community events.
- It may encourage people to quit smoking and vaping.
- Promotes health and wellbeing to younger community members.

Smoke and vape free signs can be found at the following websites or in Resource 3 on page 16 below:

- [www2.health.vic.gov.au/public-health/tobacco-reform/resources-and-fact-sheets-tobacco-reform](http://www2.health.vic.gov.au/public-health/tobacco-reform/resources-and-fact-sheets-tobacco-reform)
- [www.heartfoundation.org.au/Programs/Advocacy-Smoking-and-tobacco-regulation](http://www.heartfoundation.org.au/Programs/Advocacy-Smoking-and-tobacco-regulation)
- [www.quit.org.au/articles/secondhand-smoke-and-your-familys-health/](http://www.quit.org.au/articles/secondhand-smoke-and-your-familys-health/)  
<https://www.quit.org.au/articles/e-cigarettes-general-information/>





## 4. Sustainable and Inclusive Practices

Ensuring that everyone in the Loddon Shire can access and participate in events is essential. As an event organiser, you're responsible for making your event accessible and inclusive, which benefits all attendees. Remember, accessibility needs increase as we age.

To promote inclusivity, consider the following areas as recommended by the Human Rights Commission:

- Venue
- Transport
- Invitations
- Auslan interpreters and live captioning
- Media, visual presentations, and technology
- Documents and written resources
- Venue layout
- Activities and games
- Catering

Refer to Resource 4 on page 17 for an Accessibility Checklist.

For sustainability, minimise your event's environmental impact by:

- Reducing paper use by sharing information online.
- Providing tap water instead of bottled water and encouraging reusable bottles.
- Using washable, reusable, or recyclable crockery and cutlery.
- Sourcing food locally where possible.
- Placing recycling and landfill bins side by side near food stalls.

See Resource 5 on page 18 for a Sustainability Checklist or visit the following websites for more detailed guidelines:

- [City of Melbourne Sustainable Event Guide](#)
- [RMIT Sustainable Events Guide](#)



# 5. 5 Ways to Wellbeing

Incorporating the 5 ways to Wellbeing into your event encourages attendees to prioritise their mental health. The 5 Ways to Wellbeing are:

- get active
- connect
- give
- keep learning
- take notice

One effective approach is to promote get active, which not only boosts health but also fosters social connections and enjoyment. To support this, NDCH offers a variety of interactive games and sports that can make your event more dynamic and fun for all ages:

- Mini golf
- Connect 4
- Giant snakes & ladders
- Corn hole
- Disc golf
- Table Tennis
- Spikeball
- Finska
- Jenga
- Bocce ball

To inquire about borrowing these games for your next event, contact the NDCH Health Promotion team at [healthpromotion@ndch.org.au](mailto:healthpromotion@ndch.org.au) or call 5451 0200







## 6. Fundraising & Marketing

Put the ‘fun’ into fundraising and marketing. Aim to add healthy alternatives to meal deals and fundraising activities you have organised.

Remove all unhealthy **RED** marketing materials from the venue where you are holding the event. This may mean placing posters over existing displays showing unhealthy food/drinks or asking the venue to remove it entirely.

Get creative with healthy fundraising and giveaways. Aim to have no sponsorship and fundraising activities featuring unhealthy **RED** foods/drinks e.g. unhealthy snacks, sugary drinks or fried foods. These unhealthy snacks have been outlined in resource 2 on page 15 below.

For more tips and information visit [vickidseatwell.health.vic.gov.au](http://vickidseatwell.health.vic.gov.au)



# Resource 1.

## Morning tea/ Afternoon tea

- Seasonal fresh fruit
- Fresh fruit kebabs with low fat vanilla yoghurt
- Fruit and cheese platter - a serve of cheese is 40g per person approx.
- Savoury muffins
- Low fat mixed berry/apple cinnamon mini muffins
- Pikelets served with fruit and low fat yoghurt
- Fruit slice/cake e.g. banana, oat and cinnamon loaf
- Small fruit or vegetable scones (preferably wholemeal)
- Vegetable frittata/vegetable slice
- Veggie sticks with dip eg. hummus, tzatziki, eggplant, beetroot
- Unsalted Nuts - unroasted or dry roasted

## Lunch

- Wholegrain sandwiches or wraps with assorted fillings including salad, such as:
  - Reduced-fat cheese
  - Lean meats e.g. roast beef, roast chicken with no skin, lean turkey or ham
  - Tinned fish e.g. springwater Tuna
  - Meat alternatives e.g. eggs, falafel or tofu
- Sushi or rice paper rolls with a variety of vegetable fillings and lean meat, egg, tofu or seafood options.
- Variety of salads, such as:
  - Garden, bean, pasta, rice or noodle, potato, tabouleh, couscous, coleslaw, roasted vegetables or egg salad
  - If salads include meat or poultry, use lean varieties that have been grilled, roasted or cooked in minimal amounts of oil
- Lean meat and vegetable kebabs
- Small baked potatoes with reduced fat toppings e.g. Cottage cheese or low fat natural yoghurt and chives
- Mini frittatas or bruschetta
- Miniature turkey or chicken meatballs
- Mini pizzas (preferably wholemeal base)





# Resource 2.

	Grains	Meats	Dairy	Fruit & Veg
<b>Green</b>	<ul style="list-style-type: none"> <li>Breads, rolls, bagels, English muffins</li> <li>Plain grains e.g. rice, pasta, noodles, polenta, couscous, quinoa</li> <li>High fibre breakfast cereals</li> <li>Wholemeal, high fibre crackers</li> </ul>	<ul style="list-style-type: none"> <li>Lean meat e.g. beef, pork, lamb, veal, chicken or turkey</li> <li>Fresh and frozen fish</li> <li>Canned fish in spring water</li> <li>Eggs, Tofu and bean curd</li> <li>Plain, roasted nuts and seeds</li> </ul>	<ul style="list-style-type: none"> <li>Reduced-fat plain milk, plain or flavoured yoghurt and custard</li> <li>Cheese that is naturally lower in fat e.g. cottage, ricotta or reduced-fat cheeses</li> <li>Calcium-fortified dairy alternatives</li> </ul>	<ul style="list-style-type: none"> <li>Fresh, frozen or canned vegetables e.g. kidney, lentils, chickpeas (No oil)</li> <li>Fresh, frozen or canned fruit in natural juice (no added sugar)</li> <li>Stewed fruit with no added sugar</li> </ul>
<b>Amber</b>	<ul style="list-style-type: none"> <li>Scrolls</li> <li>Focaccias</li> <li>Lightly salted popcorn</li> <li>Low fibre, higher saturated fat, and/or added sugar cereals e.g. some toasted muesli, flavoured puffed cereals.</li> </ul>	<ul style="list-style-type: none"> <li>Meat/poultry with visible skin or fat</li> <li>Fish canned in brine, oil or flavoured sauce</li> <li>Some meat products e.g. pastrami or roast chicken with skin</li> </ul>	<ul style="list-style-type: none"> <li>Regular-fat plain milk, cheese, plain or flavoured yoghurt and custard</li> <li>Reduced-fat flavoured milk</li> </ul>	<ul style="list-style-type: none"> <li>Vegetables roasted in oil, olives, marinated and pickled vegetables</li> <li>Canned fruit or stewed fruit with added sugar</li> <li>Dried fruit</li> </ul>
	<b>Fried Foods</b>	<b>Hot food items</b>	<b>Confectionary</b>	<b>Sweet Spreads</b>
<b>Red</b>	<ul style="list-style-type: none"> <li>Foods fried in large amounts of oil</li> <li>Deep-fried foods</li> </ul>	<ul style="list-style-type: none"> <li>Savoury pastries such as pies, sausage rolls and pasties</li> <li>Crumbed and coated meat products e.g. schnitzels</li> <li>Processed meats e.g. sausages, bacon, Devon, salami or kabana.</li> </ul>	<ul style="list-style-type: none"> <li>Lollies</li> <li>Jelly</li> <li>Mints</li> <li>Bubble gum</li> <li>Chocolate</li> <li>Yoghurt flavoured coating</li> <li>Ice-creams and dairy desserts</li> <li>Sugar-sweetened ice blocks</li> </ul>	<ul style="list-style-type: none"> <li>Jam</li> <li>Chocolate spreads</li> <li>Syrups</li> <li>Condensed milk</li> <li>Honey</li> <li>Sugar</li> <li>Sprinkles</li> </ul>

## Resource 3.

# NO SMOKING OR VAPING



**PENALTIES MAY APPLY**

Tobacco Act 1987





# Resource 4. Accessibility Checklist

## Advertising and registrations

- Invitations are to be available in Word or HTML format and include relevant information regarding accessibility and dietary requirements
- Registrations should be simple and accessible in a range of ways. E.g online forms, email, QR codes, telephone and third-party booking services
- Electronic payment systems are to be appropriate for people with vision or physical impairments
- Carers to be exempt from paying an additional entry fee

## Venue

- Accessible and unobstructed pathways outside and inside the venue for people using wheelchairs. E.g ramps available
- Venue to include wheelchair accessible facilities. E.g toilets
- Venue be close to accessible parking and public transport

## Audio and presentations

- Written material, oral/audio-visual presentations are to be available to participants who require alternative formats. E.g Bigger font size, written, audio, electronic
- Installation of audio hearing loop, portable hearing augmentation system, live captioning or sign language interpreters have been considered
- Use of adjustable height microphones, or lapel microphones if required

Source: Adapted from Department of Communities Tasmania,  
[https://www.communities.tas.gov.au/csr/information\\_and\\_resources/people\\_with\\_disability/\\_accessible\\_events\\_guidelines\\_and\\_checklists/accessible-events-checklist-the-basics](https://www.communities.tas.gov.au/csr/information_and_resources/people_with_disability/_accessible_events_guidelines_and_checklists/accessible-events-checklist-the-basics)



## Resource 5. Sustainability

- Reduce waste and packaging by choosing recyclable, environmentally friendly or biodegradable materials where possible. E.g cutlery, reusable boxes, washable cleaning cloths, soaps
- Provide tap water instead of bottled water
- Reduce power by turning off lights when not in use
- Source local, in-season food where possible and compost accordingly
- Calculate the number of available bins in the vicinity and place recycling and landfill bins side
- Where possible, ensure toilets have a half flush function and use water efficient basins
- Protect the natural surroundings and choose a venue accessible to public transport to minimise traffic
- Inform attendees of your sustainable event and help them navigate the grounds using signage

Source: Adapted from Baw Baw Shire Council, <https://www.bawbawshire.vic.gov.au/Things-To-Do/Events/Planning-Your-Event/Sustainable-Event-Checklist>